



Outreach Clinic Checklist (2 months)

1. Outreach clinic responsibilities

- a. ____ Secure a facility/venue to hold clinic. Ideal space should not be less than 14,000 square feet for 30 dental units. Example, school gym or large community center. **(8 weeks out)**
- b. ____ Contact the local county health agency and inform them of the upcoming clinic. **(8 weeks out)**
- c. ____ Contact the local fire station and inform them of the upcoming clinic. **(8 weeks out)**
- d. ____ Contact local law enforcement and inform them of the upcoming clinic. Also request additional patrols if possible, especially each morning of the event, since there will be patients waiting in line before the doors open. **(8 weeks out)**
- e. ____ Provide pictures of the venue, if possible, to work out the setup and patient flow prior to AMEN arrival. **(8 weeks out)**
- f. ____ Contact your local nursing, dental, hygienist, and medical schools to get their students and an instructors to volunteer. (Students need their instructors present to practice) **(8 weeks out)**
- g. ____ Contact the local Adventist or non-Adventist hospital(s) to provide follow up assistance. They should provide their own volunteers to pass out survey and/or information regarding follow up and/or coverage. As well as lifestyle literatures donation if possible. **(8 weeks out)**
- h. ____ If you plan on serving patient some snack, contact the local food banks and ask if they are willing to donate food to the event. **(8 weeks out)**
- i. ____ Contact local hotels for discounted rates for volunteers that will be traveling to clinic to help. **(7 weeks out)**
- j. ____ Begin community marketing/ advertising for the event. **(7 weeks out)**
- k. ____ Select 14 volunteer directors from your community or church members for the following areas: **(7 weeks out)**
 - i. ____ Registration Director
 - ii. ____ Medical clearance Director (Medical Doctor)
 - iii. ____ Dental Director (Dentist)
 - iv. ____ Medical Director (Medical Doctor)
 - v. ____ Vision Director (Optometrist)
 - vi. ____ Crowd control Director
 - vii. ____ Volunteer Director
 - viii. ____ Food Director
 - ix. ____ Plant Director
 - x. ____ Marketing Director
 - xi. ____ Chaplaincy Director
 - xii. ____ Hospitality Director
 - xiii. ____ Sterilization Director (must be at least 18 years old)
 - xiv. ____ Dental Supply Director (Someone with dental knowledge is preferred).
- l. ____ Contact a local optician (optical fitter) to volunteer to help fit the frames. Encourage the vision volunteer to bring their own equipments. AMEN does not have frame warmers. **(6 weeks out)**



- m. ____ Create programs for lifestyle counseling. **(6 weeks out)**
- n. ____ Please let us know if someone in the community has a commercial air compressor to lend to the clinic. The compressor cfm must be 100 or above, with a ¾ Chicago twists lock. **(5 weeks out)**
- o. ____ Secure approximately 37-43 long tables (depending on length), and approximately 150 chairs from the venue or a rental company. AMEN does not cover the cost of tables and chairs rentals. **(4 weeks out)**
- p. ____ Setup an orientation day and time for all volunteers. (Usually it's on the day of setup, late in the afternoon or evening.) AMEN coordinator will coordinate this with you. **(3 weeks out)**
- q. ____ Create a list and make copies of the local free clinic to provide information for patients who are unable to receive treatment, and/or need follow up. **(3 weeks out)**
- r. ____ Provide access to the venue one day prior to the event to setup. **(1 weeks out)**
- s. ____ **Recruit about 15-20 volunteers for setup and breakdown. (1 weeks out)**

2. Outreach clinic financial responsibilities

- a. ____ If you like to provide prescription medications (antibiotics, painkillers, etc) please contact a local pharmacy to see if they would like to participate. The pharmacist must be present to distribute the medications. Pharmacist must also bring their own medication inventories. AMEN does not cover the cost for prescription medications. **(8 weeks out)**
- b. ____ Outreach Clinic is responsible for all advertising cost. (AMEN can provide a digital flier in order for you to print out your advertising materials at the local Kinko's or printing company. Fliers are in English and Spanish if requested.) AMEN does not cover the cost for printing and advertising materials. **(7 weeks out)**
- c. ____ If you are interested in serving more vision patients and want additional vision lanes. AMEN can rent the additional vision equipment (s), however the cost of the additional rental equipment(s) will be bill to the Outreach clinic **(6 weeks out).**
- d. ____ If you plan to order T-shirts (AMEN does not cover the cost of T-shirts)
 - i. **\$10 per custom design T-shirts.** Min order 100 T-shirts
 - ii. **\$8 per generic t-shirt.** Min order 100 T-shirts
 - iii. There will be a rush order charge for T-shirt order placed less than 4 weeks prior to clinic.
 - iv. Artwork for custom T-shirts
 - v. Approve and finalize artwork and quantity of T-shirts **(6 weeks out)**
- e. ____ **Frames with lens are \$8 each plus the cost of shipping.** You will be billed at the end of the event for the total number of glasses made plus shipping. The prescription glasses will be mailed back to you once they are made at the lab. Outreach clinic is responsible for getting hold of the patients to return to pick up their new glasses. AMEN does not cover the cost for prescription glasses or shipping. The turnaround time is 6-8 weeks, but in most case the turnaround time is much quicker.
- f. ____ If you are interested in having "Amazing Health Fact" for lifestyle department. **The cost per magazine is \$1.00.** Order must be placed 3 weeks out with a min order of 100 magazines.

3. Volunteer information

- a. ____ Securing/recruiting volunteers and providers for the upcoming clinic **(Ongoing)**



- b. ____ Obtain a list of volunteers, encourage them to sign up for the upcoming clinic online at www.amensda.org. Directors should help with volunteer recruitments.
- c. ____ Inform providers (Doctors, Dentist, BSN, Nurses, PT, OT, Chiropractors, etc) to bring a copy of their licensures. **Try to get providers to submit their licenses online prior to the event. Email a copy of their license to admin@amensda.org.**
 - i. **This is to ensure proper vetting and malpractice insurance coverage.**
- d. ____ Inform Dental providers to bring their own loupes if they wish to use them.
- e. ____ Providers are allowed to bring their own equipment if desired.
- f. ____ Informed all volunteers bring in their printed, signed, and dated volunteer waiver form to the clinic.
- g. ____ All volunteers must signed up online at www.amensda.org in order to be placed under AMEN's insurance policies.

4. *Please provide us with the following information by the deadline:*****

- a. ____ Name and address of the facility **(8 weeks out)**
- b. ____ What time do you plan to open the doors to the patients? **(8 weeks out)**
- c. ____ If applicable name or slogan of the free clinic. **(8 weeks out)**
- d. ____ If applicable, provide the names of any company, group, entity, etc that is in partnership with the outreach clinic. **(8 weeks out)**
- e. ____ The names and contact information of all 14 directors. **(7 weeks out)**
- f. ____ Provide any hotel discount information. **(6 weeks out)**
- g. ____ Orders if applicable for T-shirts and/or magazines. **(6 weeks out)**

5. AMEN Will Provide

- a. A digital copy of a fill-able generic volunteer and advertising flyer for your upcoming clinic.
- b. Sample digital copy of a press release and recruitment letter.
- c. Registration – Laptop and printers to register volunteers and patients.
- d. Treatment forms - (Dental, Medical, and Vision), and patient consent forms.
- e. Office supplies - (pens, papers, clipboard, staples, tablecloths, tapes, printing labels, rubber bands, staplers, markers, wristbands, etc)
- f. Medical Clearance - Basic medical office equipment (blood pressure cuffs, lancets, test strips, glucometers, stethoscope, Band-Aids, alcohol pads, thermometer, PPE (Personal Protection Equipments = gloves, masks, face shields, and disposable gowns), and basic first aid supplies.
- g. Dental Triage - Portable X-ray machines, bitewings, and printer.
- h. Sterilization – Ultrasonics, PPE, Autoclaves, distilled waters, tongs, aluminum trays, caviwipes, cavidices, and enzymatic cleaner.
- i. Dental Supply - PPE, Tools for restoration, extraction, crown and endo. (Based on numbers of providers and specialty), composite (flowable and packable), anesthetic, curing lights, scalars, headlamps, safety glasses.
- j. Dental Treatment - 30 Dental Units, 10 Hygienist scalars units, 30 dental chairs, 30 rolling stools, and Pipes and hoses for air compressor.



- k. Medical - Pipe and drapes to create 10 connecting private examination rooms
- l. Vision - 1 Autorefractor, 3 Phoropters, frames (total cost will be bill to the clinic plus shipping), PD rulers, and eye charts.
- m. 3 massage chairs
- n. Eye wash station
- o. Oxygen Tank
- p. Paramedic Bag
- q. Volunteer training
- r. California (State) Dept of Consumer Affairs –Event Approval (if applicable)
- s. AMEN team to provide guidance for setup and breakdown.
- t. Logistics control, patient flow, and equipment support throughout the event.
- u. Liability Insurance
- v. Portable compressor (min 100 cfm) with a ¾” Chicago twist lock

6. Volunteers min requirements (46 general volunteers needed)

- a. 10 volunteers are needed for registration section
- b. 10 medically trained volunteers are needed for medical clearance section
- c. 2 volunteers needed to help with medical clearance waiting area.
- d. 2 volunteers are needed for vision frame selection tables
- e. 1 medically trained/knowledgeable volunteer needed for vision to run the autorefractor.
- f. 1 volunteer needed as an usher in vision.
- g. 2 volunteers needed to help with vision waiting area.
- h. 2 volunteers with dental knowledge to work at the dental supply tables.
- i. 3 volunteers over the age of 18 to work in the sterilization sections.
- j. 2 strong volunteers to work on the bucket brigade.
- k. 2 volunteers need to help with dental treatment waiting area.
- l. 2 dental assistance volunteers for dental triage to help with x-ray.
- m. 2 volunteers to help with dental triage waiting area.
- n. 4 volunteers to work the lifestyle tables.
- o. 1 volunteers need for the exit tables.

7. Sample itinerary (Sunday Clinic)

*****Setup and Breakdown DOES NOT take an hour, it actually takes an entire day*****

- a. Friday setup from 9am to 6pm (Sabbath) [Need at least 15 volunteers to setup]
- b. Saturday 6pm (End of Sabbath) finalize setup begins.
- c. Saturday 615pm volunteer registrations turn in volunteer waivers, and submit copy of license if provider did not send them into AMEN.
- d. Saturday 7pm Orientation begins.
- e. Saturday 730pm Volunteers break up into different department for brief training.
- f. Sunday 7am/8am open doors to clinic
- g. Sunday 4pm/5pm breakdown clinic [Need at least 15 volunteers to breakdown]



8. Department responsibilities

- a. **Registration** – Intake of patient's information via AMEN software. Volunteers will be gathering the following information.
 - i. Patient's first and last name.
 - ii. Patient's address
 - iii. Patient's phone number
 - iv. Patient's birth of date.
 - v. Patient's email address
 - vi. Patient's gender
 - vii. Print one label for dental.
 - viii. Print three labels for vision.
- b. **Medical Clearance** – Patients will be screen in order to receive treatment. Patients basic vital must be within acceptable parameters set by the lead dentist. If a patient vital are elevated and are beyond and threshold, they must be clear by a medical doctor prior to receiving vision or dental treatment. The following information is obtained at the medical clearance table.
 - i. Basic vital – blood pressure (3+ years old)
 - ii. blood sugar
 - iii. pulse
 - iv. Respiration
 - v. Vaccination
 - vi. Drug allergies
 - vii. Medical history
 - viii. Current medications
 - ix. For female LMP and pregnant?
- c. **Dental Triage** – Patients will be examined by a dentist to determine the type of dental treatment. Dental Assistant are best utilize in this area. Dental patients that just wants a general cleaning will not go through dental triage.
 - i. Portable X-Ray machines are available to use.
 - ii. Printer is also available to print out the X-Ray for the treating dentist.
- d. **Medical** – Patients would be able to see a physician for medical consultations. There is no advance care or lab work available unless a partnership is established with a hospital or lab. Physician can bring in their own instruments and/or equipment to provide more advance level of care, if they wish. The following equipments are available;
 - i. Otoscope
 - ii. Ophthalmoscope
 - iii. Blood Pressure cuff
 - iv. Stethoscope
 - v. PulseOx
 - vi. Prescription pads (based on state requirements)
 - vii. Wound treatment supplies.



- e. **Sterilization** – This area is design clean and sterilizes all instruments used in the treatment of patients. The following equipment are use to sterilize instruments;
 - i. Ultrasonic
 - ii. Enzymatic solutions.
 - iii. Distilled water
 - iv. Autoclave
 - v. Cavicides
- f. **Vision** – Patients will be examined by a licensed provider for the need of glasses.
 - i. Vision process
 - 1. Once a patient complete their vision examination
 - 2. Patient will pick a frame (if needed)
 - 3. Volunteer will transfer the prescription onto an information card, stick patient's information label onto the information card, place a copy of the patient's information label, and frame into a small plastic bag, and tape closed.
 - 4. All the frames are then shipped to a lab in Texas at the end of the clinic.
 - 5. Glasses will then be ship back to the church once all the frames have been fitted with prescription lens.
 - 6. Turnaround time is 6-8 weeks
 - ii. The following are supplies are provided to the provider;
 - 1. Phoropters
 - 2. Autofractor
 - 3. Bifocal instructions
 - iii. Bifocal are available if the providers are willing to write the prescriptions.

9. Please contact me directly if you have any questions, concerns, or suggestions.

Vinh Trinh
Text or Call 951-317-4968
Email VINH@AMENSDA.ORG